

PURCHASING MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Purchasing Manager exists is to manage daily procurement activities, facilitating customer interactions with the procurement process to support the goals of the organization and provide quality service in the Purchasing Department. This classification is supervisory. Work is performed under independent supervision by the Purchasing Director.

ESSENTIAL FUNCTIONS

Reviews and evaluates work of Bid and Contract and Buying staff; trains new employees in procedures and practices; and prepares performance reviews supporting employee involvement and open communication.

Ensures that City bids and proposals are conducted in accordance with applicable regulations and generally accepted procurement standards of ethics and meet City quality and service standards.

Listens to customer needs and prepares or reviews contracts, specifications, and solicitation documents; receives bids and conducts bid openings; analyzes or assists with analysis of bids submitted and identification of lowest responsive bid.

Effectively communicates with staff, customers and vendors to resolve bid, contract or purchasing problems demonstrating respect for all individuals.

Takes ownership for own professional development in the areas of governmental procurement computer literacy, leadership and inter-personal skills.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Methods, policies and procedures involved in the purchasing of a large variety of supplies, services and construction.

Contract law and negotiation and the awarding of contracts on competitive bid.

Ability to:

To sit 70%, walk 20%, and stand 10% of work day.

Operate a variety of standard office equipment including a computer terminal, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Make complex mathematical calculations.

Supervise and manage personnel.

Work under pressure and handle multiple priorities.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Maintain records and prepare bid and contract documents and evaluate products and services.

Communicate courteously and respectfully both orally and in writing.

Establish and maintain effective working relationships with all levels of City staff, citizens and private sector contractors and professionals.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years responsible purchasing experience with two years in a supervisory capacity.

Must have a current, valid Arizona driver's license with no major driving citations in the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified